



Recruitment Procedures

Guidance for this recruitment procedure has been taken from:

- The Code of Ethics and Good Practice for Children's Sport
- Our Duty to Care
- Co-operating to Safeguard Children, 2003

All Saints GAC relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate in sport would not exist.

All Saints GAC will ensure good recruitment procedures by;

- Defining the role the individual is applying for (job specification).
- Insisting that a person applying for any post of responsibility within the club complete the relevant form (see sample application form).
- Obtaining 2 references in writing.
- Obtaining the individual's signed permission to enable "name of organisation" to request a Pre-Employment Consultancy Service check (proof of identity should be provided).
- Setting a probationary period (6 months, dependent on sports club season).
- Interviewing the individual either formally or informally by two members.
- Assessing the individual's experience of working with children or young people and knowledge of child protection issues.
- Assessing their commitment to promoting good practice.
- Assessing their ability to communicate with children and young people (i.e. be approachable). One way of doing this is to consult young people or ask questions to examine how a person would respond to a particular scenario e.g. are they authoritarian or too relaxed in their approach.



Full Name:

Maiden Name (if applicable):

Current Address:

How long have you lived
at this address?

_____ Years

Previous address(es): (if living at current address less than 5Years)

Telephone No:

Date of birth:

Place of birth:

National Insurance No.

Previous experience / involvement in this or any other club.



Do you agree to abide by the guidelines contained in the Code of Ethics and Good Practice for Children's Sport?

Yes No

Do you agree to abide by the rules of the Governing Body?

Yes No

Have you completed Child Protection Awareness Training?

Yes No

If yes, who was it organised by and when (approximately)

Do you agree to undergo specific training on the role of the *(position being appointed)*

Yes No

Have you ever been asked to leave a sporting organisation in the past?

(if you have answered yes we will contact you in confidence)

Yes No

References:

Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.

Referees – Names / Addresses / Telephone No / Designation



1.	2.
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For the purposes of your application for the post of _____ it is our policy to ask for a check to be carried out by the Department of Health, Social Services & Personal Safety Pre-Employment Consultancy Service. The purpose of the check is to make sure that we do not appoint people who might be a risk to vulnerable people.

The check will tell us whether you have a criminal record, or whether the DHSS&PS holds any other information about you which might have a bearing on your suitability. Any information which we receive will be treated confidentially, and will be discussed with you before we make a final decision. After that decision is made the information will be destroyed.

You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned by the police, or bound over. You **must** include all offences, even minor matters such as motoring offences, and 'spent' convictions, that is, things which happened a long time ago. If you leave anything out it may affect your application. The disclosure of a criminal record or other information will not debar you from registration / appointment unless All Saints GAC considers that the conviction renders you unsuitable. In making this decision All Saints GAC will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

Please complete below to give us this information and return it with your application



Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations?

Yes

No

If so, please state below the nature and date(s) of the offence(s)

Please note you are advised that under the provisions of the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979 as amended by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (NI) 1987 you should declare all convictions including 'spent' convictions.

I understand that a Pre-Employment Consultancy Service check must be carried out before my application for registration/appointment can be confirmed. This has been explained to me and I am aware that spent convictions may be disclosed. I declare that the information I have given is accurate and I consent to the check being made.

Please sign the declaration below.

Signed: _____

Date:

FOR OFFICIAL USE ONLY:

Date application received: _____

Interviewed by: 1. _____ **Date of interview:** ____/____/____

2. _____ **Date of interview:** ____/____/____

Recommendation **Approved. Reasons**

Not approved. Reasons



SIGNED _____
DATED _____



Confidential Reference

The following person:

has expressed an interest in working with:

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

1. How long have you know this person?

2. In what capacity?

3. What attributes does this person have that would make them suited to this work?



4. Please rate this person on the areas listed on the following page – please tick one box for each statement:

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

YES

NO

If you have answered **YES** we will contact you in confidence.

Signed: _____

Date:

Print Name:

Position:

_____ Organisation: